

## Chapter VI – Follow up Form

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### General Guidelines

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The Follow Up Form is used to collect updated demographic data on IS graduates. Follow up Forms are required for graduates who did not provide their social security number, and/or for graduates who were not identified as employed or enrolled in training through matches with data from Employment Security and State Board for Community and Technical Colleges.

- Follow up Forms are copied two sided on blue paper.
- Upon request, Follow up Forms are available in Spanish.

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### Instructions for Completing the Follow up Form

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Every six months, HECB staff will submit to DHP contractors the client numbers for all IS graduates who could not be located through employment and education data matches.

DHP contractors will be required to attempt to locate IS graduates on the HECB list, and ask them to complete a follow up form, according to the following instructions:

<i><b>HEADING</b></i>	<i><b>Definition/Description</b></i>
<b>Date Form Completed</b>	The date that reflects the first day of class.
<b>Client #</b>	The client's unique identifying number.
<b>Current Employment</b>	Graduates disclose that they are currently employed and select "yes." If graduates disclose that they are currently not employed, they select "no."
<b>Current Education/Training</b>	Graduates disclose that they are currently enrolled in an education or training program and mark the box next to "yes." If graduates disclose that they are currently not enrolled in an education or training program they mark the box next to "no."
<b>Education Information</b>	Graduates disclose their current highest level of education.
<b>Location of Education/Training</b>	Graduates identify the organization they are currently receiving training from, or identify the institution they are currently enrolled in.
<b>Length of Education/Training</b>	Graduates identify the length of their education/training program.

<b>Employment Status</b>	Graduates check one box that best describes whether they are currently employed, self employed, etc.
<b>Length at Primary Job</b>	Graduates check the box that reflects their length of employment. <i>Because 6 months is a standard probation period, clients will not be considered gainfully employed if they have been at their current job less than 6 months.</i>
<b>Hours Per Week</b>	The average number of hours the graduate currently works each week for an employer. Hours worked should reflect the combined hours worked for all employers. Self-employment hours should be recorded separately.
<b>Monthly Salary</b>	Graduates disclose their monthly salary/income from their current employment.
<b>Primary Job Status</b>	The graduate identifies the one job that is primary, and select the employment category that best describes their status. <ul style="list-style-type: none"> <li>– Permanent is a job that is on going with no anticipated end-date.</li> <li>– Temporary is a job that has a specific end-date, with no assurance of continued employment.</li> <li>– Seasonal is a job that lasts through a particular season (i.e. Christmas, Harvest, etc.)</li> </ul>
<b>Benefits</b>	Graduates disclose that because of their employment, they receive some type of benefit (i.e. retirement, dental insurance, etc.).
<b>Type Of Work</b>	Graduates disclose the type of work they perform at their primary job only. Type of work is specific to the industry and the job performed.
<b>DHP Preparation</b>	Graduates disclose that their participation in the IS class somehow prepared them for employment, or otherwise helped them get a job.

**FINANCIAL INFORMATION - The amount of money received by the graduate only. This does NOT include money received by another family member.**

<b>Net Income</b>	Graduates disclose the net (take home pay) income they receive, from all jobs where an employer employs them.
<b>Self Employment</b>	Graduates disclose the net income they receive from self-employment.
<b>TANF</b>	The monthly grant (Temporary Assistance for Needy Families) received through the Washington State welfare system. This financial assistance does not include food stamps.
<b>Food Stamps</b>	The monthly value of food stamps received.

## **FINANCIAL INFORMATION - continued**

<b>Child Support</b>	Child support received as part of a legal action, divorce or separation, or determined through the Washington State Child Support Registry.
<b>Spousal Support/Alimony</b>	Support received as part of a legal action, divorce or separation. This does not include child support.
<b>Social Security/Pension</b>	Retirement income, or social security benefits earned due to reaching age 65, or social security survivor benefits.
<b>Disability Benefit</b>	State or Federal disability payment through SSI or the Military.
<b>Unemployment Benefits</b>	Unemployment benefits from a previous job.
<b>GAU</b>	The monthly grant received through the Washington GAU (General Assistance Unemployable) program.
<b>Other</b>	Other financial assistance means non-ordered spousal support payments or sporadic financial assistance/income from other sources.
<b>Signatures</b>	Graduates sign the Follow up Form to verify that all information disclosed on the form is true and accurate, and the IS instructor or staff member signs and dates the Form to verify the form has been reviewed and is complete.